



Shirley Franklin, Mayor

CITY OF ATLANTA WEED & SEED

2004-05 REQUEST FOR PROPOSAL



Mechanicsville on the Move



REQUEST FOR PROPOSAL AND INSTRUCTIONS
RELEASE DATE MARCH 18, 2004
DUE DATE APRIL 13, 2004

Guidelines

A. PURPOSE

Weed and Seed is a community-based, multi-agency comprehensive strategic approach to law enforcement, crime prevention, and neighborhood revitalization. This initiative brings together people and resources to prevent and control crime. The strategy has a two-pronged approach: law enforcement agencies and prosecutors **Weed Out** criminal activities while human services and neighborhood stake-holders **Seed In** prevention, intervention, treatment and neighborhood revitalization resources.

The Weed & Seed targeted communities have mobilized around their issues and have partnered with public and private sector entities to offer solutions. The Weed & Seed Strategy seeks to build worthwhile partnerships and create positive changes in the communities.

The Weed & Seed goals are geared to revitalize the community through prevention, intervention, treatment, neighborhood restoration, community mobilization, law enforcement and community policing. Weed & Seed grants are intended to compliment existing community resources.

B. FUNDING SPECIFICS

All funded projects/activities must take place between October 1, 2004 and September 30, 2005. The number of contracts awarded is limited to the amount of funding allocated by the Department of Justice Executive Office for Weed and Seed overall budget. There are no matching funds required. However, full disclosure of all in-kind and other monetary resources related to the approved funded project and or program is required.

All Weed & Seed contractors must include the words “**Co-sponsored**” or “**In Partnership With**” **Atlanta Weed & Seed** and display the logo on all promotional, advertising and publicity materials, as well as on t-shirts and uniforms.

- Applicants whose programs involve direct management and interactions with youth must submit to mandatory criminal background checks administered by the Atlanta Police Department.
- No request for funding will be accepted if the agency or community-based organization has outstanding or negative reports from existing Weed and Seed grants.

C. ELIGIBILITY FOR FUNDING

In order to apply and be eligible for a Weed & Seed grant the applicant must:

1. Be a community-based agency or organization that is able to undertake and successfully accomplish the project or program.
2. Be a non-profit organization recognized by the Internal Revenue Service.
3. Be a school or a unit of state or local government.

Consideration for funding will only be given to those projects which:

1. Complete the approved Request for Proposal provided by Weed & Seed.
2. Clearly state the organization mission and vision.
3. Address and promote Weed & Seed goals and objectives within the target area.
4. Clear task and implementation plan.
5. Complete itemized budget and budget narrative.

D. PROHIBITED USE OF FUNDING

Weed & Seed funds cannot be used for program deficits, administrative cost or supplant state or local funds. Funds must be used to supplement existing funds for the Weed & Seed strategy activities and will not replace those funds for which an appropriation has been made for the same purpose.

Funding for equipment purchases (computers, printers, typewriters, machines, televisions, cameras, video recorders, vehicles, furniture etc.) will be considered not to exceed 20% of the requested grant amount.

Grant funds will not be approved for patrol cars or other vehicle purchases, guns, gun buy back programs or ammunition.

Grant funds may not be used for construction however, case-by-case review to be approved by the Department of Justice Executive Office for Weed and Seed. A request to use funds for minor renovations or repairs of a pre-existing facility will be considered if the renovations or repairs do not involve change of facility use.

E. MANDATORY REPORTING REQUIREMENTS

All contractors receiving funding must submit to:

- Submission of monthly evaluation data reports
- Submission of quarterly progress and financial reports

Evaluation reports due the 10th day after the end of the month. The progress and financial reports will be due by the 15th day after the end of the quarter. All close out reports must include, but not be limited to, photographs of activities, surveys, flyers, narrative summarizing activities, a description of the major task, and accomplishments. The report must include all grant related expense incurred during the grant period with original receipts.

Only expenditures in connection with the approved grant application will be accepted. Any expenditure over the amount approved will not be considered.

F. MODIFICATIONS

Modifications can be made and approved at the local level not to exceed 10% of the approved budget. Any amount exceeding 10% of the approved budget will be considered by the Department of Justice Office of Justice Programs and will be subject to a 60-day waiting period. No expense can be adjusted without written confirmation. All applicants are encouraged to submit actual budgets so that programs/projects will not be delayed.

G. INSTRUCTIONS FOR SUBMITTING REQUEST FOR PROPOSAL

Submit an original request for proposal to the Office of the Mayor Weed and Seed, 68 Mitchell Street, Suite 3150 by Tuesday, April 13, 3:00 p.m. (***NO EXCEPTIONS***). Hard copy or electronic submission will be accepted. All electronic submissions should be forwarded to neaddy@atlantaga.gov. Confirmations for electronic submissions will be forwarded to the agency by the noon April 14. (**NO APPLICATIONS WILL BE ACCEPTED AFTER THE APRIL 13 DEADLINE**).

H. REQUEST FOR PROPOSAL REVIEW PROCESS

The resource review team will review **all** Request or Proposals. Request for Proposals completed in full and meeting the eligibility criteria will be reviewed. Request for Proposals that are not complete and/or do not meet the eligibility criteria will be immediately rejected, and the organization making the request will be notified.

Upon approval by the resource review team, the Atlanta Weed and Seed funding application will be **SUBMITTED ELECTRONICALLY** to the Department of Justice by the close of business on May 27, 2004. Please note that award letters from the Office of the Comptroller will be forwarded to local sites after Congress approves the national budget. Delays are common. Once Atlanta Weed and Seed has been notified of funding status, the contract process will begin.

I. DISBURSEMENT OF FUNDS

Grant funds will be disbursed on a reimbursement basis. However, the grant recipient may submit in writing and the grant committee will consider a request for no more than 25% of the total grant amount at the beginning of the funding cycle for start-up cost. Special consideration will be given if the award letter from the Department of Justice and the start date for the funding cycle is in conflict.

J. WHAT IF I HAVE ADDITIONAL QUESTIONS

Please contact the Weed & Seed Administrative Office at 404.330.6086.

Karen Rogers - kerogers@atlantaga.gov

Natane Eaddy – neaddy@atlantaga.gov

Weed & Seed Request for Proposal **CHECK LIST**

Your completed request for Proposal must be received by Tuesday, April 13, 2004, 5:00 p.m. It must contain the following information and attachments:

_____ Face Sheet

_____ Task/Activity

_____ Implementation Plan

_____ Coordinated Leverage of Resource Form

_____ Budget Summary

_____ Budget Detail

_____ Budget Narrative

_____ Neighborhood Representative Signature where applicable



I. Face Sheet

Legal Name of Organization _____

Federal Tax Identification Number _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____ E-mail Address _____

Contact Person: Name/Title _____ Signature _____

Neighborhood Representative Signature _____

Neighborhood Served _____

Program Name _____ Program Location _____

Briefly describe mission/vision of your organization (50 words or less)

Estimate number of persons to be served _____ Estimate number of volunteers _____

Will your project: Establish a new program/service? _____

Continue an existing program/service? _____

Amount requested? _____

Describe the use of Weed and Seed funds? (Be specific)

II. PERFORMANCE GOALS AND OUTCOMES *This section must be completed in depth* *The Weed and Seed goals, objectives and outcomes are listed. Your task/activity and implementation plan must achieve the set goals, objectives and outcomes.*

You may use other sheets to outline the program/project but the format must be the same as displayed in the application.

Law Enforcement

Goal:	To make the Weed and Seed communities safe and enhance the quality of life for residents.
Objective 1	To provide visible police patrols in the Weed and Seed Communities during peak times of criminal activity.
Objective 2	To reduce Part One crimes in the Weed and Seed communities.
Task/Activity	
Implementation Plan	
Outcome Measure	<ul style="list-style-type: none"> ▪ Arrests for the following: <ul style="list-style-type: none"> • Loitering • Drinking in public • Gambling • Prostitution (including related traffic violations such as “Darting into traffic”) • Loud music ▪ Code violations, specifically: <ul style="list-style-type: none"> • Abandoned vehicles • Abandoned structures • Abandoned structures used for illicit activity ▪ Reported incidents of illegal dumping ▪ Truant students picked up in neighborhood by APD ▪ Incidents of curfew violations
All Funding Support (Direct or In-kind)	

Community Policing

Goal:	To promote neighborhood awareness aimed at the prevention and intervention of illegal activities in the Weed and Seed communities.
Objective 1	Develop a close and supportive relationship with citizens that live, work, and attend schools within the Weed and Seed Communities.
Task/Activity	
Implementation Plan	
Outcome Measure	<ul style="list-style-type: none"> ▪ Reported incidents of Part One crimes in Weed and Seed neighborhoods: <ul style="list-style-type: none"> • Rape • Robbery • Assaults • Burglary • Auto Theft • Homicides • Larceny ▪ Reported incidents of robberies and aggravated assaults that take place outdoors ▪ Part One incidents involving the use of a firearm ▪ Reported shooting incidents ▪ Arrests where a firearm is found ▪ Narcotics arrests ▪ Narcotics search warrants issued
All Funding Support (Direct or In-kind)	

Prevention, Intervention, Treatment

Goal:	To address the needs of delinquent children identified by Juvenile Probation to reduce the likelihood of them returning to court.
Objective 1	Provide Intensive Surveillance Officers information regarding delinquent youth from ages nine (9) to seventeen (17).
Task/Activity	
Implementation Plan	
Outcome Measure	<ul style="list-style-type: none">▪ Percent of youth who appear before the court within one year of ISO completion – target goal will be 15%▪ Number and percent of active ISO youth who participate in five (5) hours or more of community based activities per month.▪ Number of juveniles arrested in each target neighborhood compared to juvenile arrests from similar neighborhoods.
All Funding Support (Direct or In-kind)	

Prevention, Intervention, Treatment

Goal:	To promote citizen ownership of the criminal justice system by creating a Restorative Justice Board to involve them directly in the justice process.
Objective 1	Provide opportunities for victims and community members to confront offenders in a constructive manner about their behavior by establishing a Restorative Justice Board.
Objective 2	Generate meaningful community-driven consequences for criminal actions.
Objective 3	To establish and utilize a service provider network to address the health and social service needs of the perpetrator.
Task/Activity	
Implementation Plan	
Outcome Measure	<ul style="list-style-type: none"> ▪ Number of residents recruited, trained and certified to serve as members of the Restorative Justice Board – target of 20 residents. ▪ Number of community service hours per quarter completed by perpetrators sentenced by the Restorative Board – target of 600 hour average. ▪ Number of perpetrators referred for GED services per quarter – target of 5. ▪ Number of perpetrators referred for addictions treatment - per quarter target of 25. ▪ Number of perpetrators referred for vocational services - per quarter target of 5.
All Funding Support (Direct or In-kind)	

Prevention, Intervention, Treatment

Keep Students in School (KSIS)

Goal:	To increase student attendance at Parks Middle, Dunbar Elementary and Gideon Elementary schools.
Objective 1	To develop, implement, expand and strengthen new and existing comprehensive attendance programs that will pool resources of the justice system, education, law enforcement, social services and community resources in order to effectively reduce the absentee rate.
Task/Activity	
Implementation Plan	
Outcome Measure	<ul style="list-style-type: none">• Number of students with more than 10 absences• Number of students with improved attendance• Comparison of attendance rates of targeted population to school-wide data• Comparison of attendance rates of Parks Middle, Dunbar Elementary and Gideons Elementary to all Atlanta Public Schools elementary and middle schools• Compare KSIS students and Atlanta Public Schools middle and elementary schools to other statewide middle and elementary schools.• Percent of applicable businesses in community that participate in the “No Truants Allowed During School Hours” KSIS sticker campaign (goal of 75%) (Note: Need to determine number of applicable businesses in community)
All Funding Support (Direct or In-kind)	

Neighborhood Restoration

Goal:	To focus on rebuilding a positive image of the historical Pittsburgh and Mechanicsville communities by promoting public safety, economic and community development.
Objective 1	Develop a neighborhood watch program in the targeted communities.
Objective 2	Identify and provide training opportunities for existing and emerging community leaders.
Objective 3	Assist community residents in organizing to utilize code enforcement as a tool to address properties that detract from the neighborhood image.
Objective 4	To provide access to service aiding communities in implementing redevelopment and economic development plans.
Objective 5	To establish a Community Technology Center that serves the needs of the Weed and Seed targeted communities.
Task/Activity	
Implementation Plan	
Outcome Measure	<ul style="list-style-type: none"> ▪ A neighborhood watch program established in Pittsburgh and Mechanicsville. ▪ Number of properties in each target neighborhood reported to the City Code Enforcement officials – target of six in each neighborhood. ▪ Complete community code enforcement mapping project ▪ Residents in Pittsburgh and Mechanicsville will participate and complete special leadership development training – target of 10 in each neighborhood. ▪ Distribution of Resource Guide ▪ Increase attendance at Pittsburgh Community Improvement Association and Mechanicsville Civic Association meetings – compare number of residents at all meetings and number of meetings of each group. ▪ Mechanicsville and Pittsburgh residents enrolled in the Community Technology Lab. ▪ Number of youth participating in Impressible Youth compared to previous year. ▪ Number of youth led or co-sponsored activities - target at least two (2) per year
All Funding Support (Direct or In-kind)	

III. Coordinated and Leveraged Non-Weed and Seed Resources

In response to the United States General Accounting Office, Atlanta Weed & Seed must document the coordinated and leveraged resources being directed towards the Mechanicsville and Pittsburgh communities. Please provide all actual or estimated funding sources.

Other Department of Justice Funding		
Type	Source/Agency	Amount Jan. 01 – Dec.31
Direct Department of Justice Funding, Drug-Free Communities Grants		
Formula Block Grants		
Other DOJ Funding		
Other Federal Funding		
HUD		
Renewal Communities		
Other (list source)		
Non-Federal Sources		
Non-Federal Funding Sources		
City of Atlanta		
Fulton County		
State of Georgia		
Non-Profits/Foundations		
Other		
Total Funding Coordinated Funding Sources		

WEED AND SEED BUDGET SUMMARY

I do hereby certify that all facts, figures and representations made in the application are true and correct. Furthermore, all applicable statutes, regulations, and procedures for program compliance and fiscal control will be implemented to ensure proper accountability of funds. I certify that the funds requested in this application will not supplant funds that would otherwise be used for the same purpose.

Organization Name _____

Program Name _____

Applicant Executive Officer _____

PROGRAM EXPENSE	FUNDING REQUEST
PERSONNEL	
FRINGE BENEFITS	
TRAVEL/TRAINING	
EQUIPMENT	
SUPPLIES	
CONSULTANT/CONTRACTS	
OTHER COST	
TOTAL EXPENSE	

Please detail and explain all of your proposed figures in the budget narrative. You may find it easier to complete the narrative first, then summarize the budget on this page.

WEED AND SEED DETAIL BUDGET

Organization Name _____

Program Name _____

PERSONNEL

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
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FRINGE BENEFITS

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
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TRAVEL

<u>Purpose of Travel</u>	<u>Location/Item</u>	<u>Computation</u>	<u>Cost</u>
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EQUIPMENT

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
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SUPPLIES

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
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CONSULTANT/CONTRACTS

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
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OTHER COST

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
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WEED AND SEED DETAIL (Sample)

Organization Name Joy Neighborhood Association

Program Name Youth Violence Prevention

This budget detail worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this format or the format of your choice. However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

PERSONNEL – List each position by title and name of employee, if available. Show the annual salary rate and the percentage of the time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the organization.

Name/Position	Computation	Cost
Coordinator	\$35,000/year @ 5%	\$ 1,750

FRINGE BENEFITS – Fringe benefits should be based on actual known costs or an established formula. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation. (Note: Explain what is included in the benefit package and at what percentage.)

Name/Position	Computation	Cost
Coordinator	\$17,500 x 18.55%	\$ 325
FICA @	6.2%	
Health/Life Insurance @	8.9%	
Worker Comp @	2.0%	
Medical Tax @	1.45%	
Total	18.55%	

TRAVEL: Itemize travel expenses by purpose (e.g. staff to training, field interviews, advisory group meeting, etc.). It is *mandatory* that you show the basis of computation.

Purpose of Travel	Location/Item	Computation	Cost
Regional meeting @	\$500/trip x 1 trip		\$ 591
Mileage @	300 miles x 32.5/mi x 2 ways	\$195	
Hotel @	\$92.00/night x 3 nights	\$276	
Per Diem @	\$40/day x 3 days	\$120	

EQUIPMENT – List non-expendable items to be purchased. Expendable items should be included in the supply category. Applicants should analyze the cost benefit of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment cost should be listed in the "contractual" category. Explain how the equipment is necessary for the success of the project. Attach narrative describing the procurement method to be used.

Item	Computation	Cost
Lap Top Computer for Coordinator	1 x \$1,800 x 25%	\$ 450

SUPPLIES – List items by type (office supplies, postage, training materials, copy paper and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Item	Computation	Cost
		\$ 375
File Folders	3 boxes @\$25	\$ 75
Roller Pens	3 @ \$10	\$ 30
Printer Cartridges	2 @ \$35	\$ 70
Multipurpose copy paper	2 cases @ \$25	\$ 50
Misc. Items	@\$100	\$100
(scissors, staples correction fluid, paper clips, glue, tape)		

CONSULTANT/CONTRACTS: List all expenses to be paid from the grant to the individual consultant in addition to fees (i.e. travel, meals, lodging, etc.)

CONSULTANT FEES: For each consultant enter the name, service to be provided hourly or daily fee (8-hour day), and estimate time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from Department of Justice Office of Justice Programs. (This should be determined prior to submission).

CONTRACT: Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Name of Consultant	Service Provided	Computation	Cost
Youth Intervention League	Conflict Resolution Skills	\$4 sessions@\$100T	\$ 400

OTHER COST – Expense not covered by any other category may be included here. List the expense item and describe (e.g. rent, reproduction, telephone, janitorial or security services) and the basis the computation. For example, if renting, provide the square footage, the cost per square footage for rent, the monthly rental cost, the percentage of rent charged to the grant and how many months to rent.

Description	Computation	Cost
Tickets/Symphony	Good Conduct End Incentive \$50@10 For Perfect Attendance	\$ 500

WEED AND SEED BUDGET NARRATIVE (Sample)

Organization Name Joy Neighborhood Association

Program Name Youth Violence Prevention

PERSONNEL

A request of \$1,750 to cover 5% of the salary cost for the Kool Zone Coordinator. Coordinator will manage program and recreational services of the program at the neighborhood center. Other salary cost funded through other source.

FRINGE BENEFITS

A request of \$325, 18.55% of \$1,750 salary allocation to cover the cost of workmen's compensation, FICA, Health/Life Insurance, and Medical Tax for program coordinator.

TRAVEL/TRAINING

A request of \$591 to cover the cost of the coordinator attending youth violence prevention training in Macon, Georgia.

EQUIPMENT

A request of \$450 or 25% of the cost of an \$1,800 lap top computer to enable program to track participants, write correspondences, research conflict resolution strategies, create and monitor schedules and other administrative duties.

SUPPLIES

A request of \$375 for general office supplies to cover the costs of expendable or consumed items for the coordinator and office.

CONSULTANT/CONTRACTS

A request of \$400 for instructional training provided by the Youth Intervention League.

OTHER COST

A request of \$500 to purchase tickets for the year-end violence prevention program to recognize youth and volunteers who have achieved good conduct at school and who have shown dedication to the program.

The budget narrative must provide detailed information on expenditures.